# St. Lawrence Martyr School
# Fun Run Website User Manual

T-shirt order and print receipt deadline: **17 October 2012**
T-shirt receipt and payment due: **24 October 2012**
Pledge entry and print receipt deadline: **15 November 2012**
14th Annual Fun Run Event: **16 November 2012**
Pledge receipt and payment due: **28 November 2012**

# How to Get Started

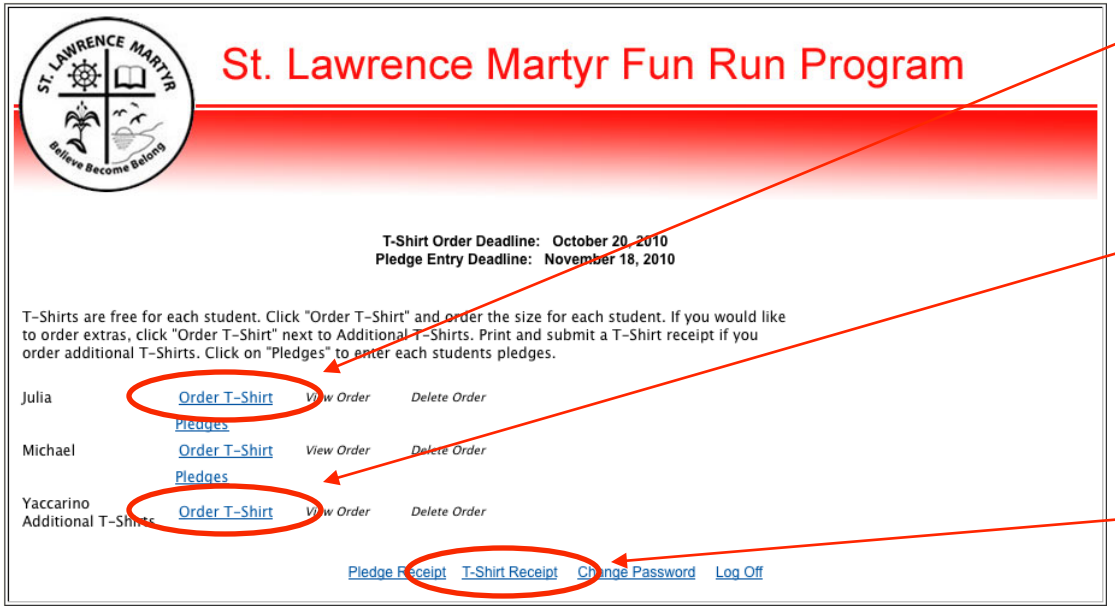
St. Lawrence Martyr School website at:
http://www.stlmschool.org/

Links for:
T-shirt order and pledge entry site
This user manual
Fun Run sponsors
Forms

Logon to order T-shirts and enter pledges:

- Go to the SLM School website
- Click on "Fun Run" under Fundraisers
- Click on "Order T-shirts and Enter Pledges"
- Use the ***same userid and password as you use for the Hot Lunch website***
  - ***The Fun Run and Hot Lunch sites maintain separate databases. If you changed your password in one system, it DOES NOT change it in the other.***

# How to Order T-shirts


St. Lawrence Martyr Fun Run Program
T-Shirt Order Deadline: October 20, 2010
Pledge Entry Deadline: November 18, 2010
T-Shirts are free for each student. Click "Order T-Shirt" and order the size for each student. If you would like to order extras, click "Order T-Shirt" next to Additional T-Shirts. Print and submit a T-Shirt receipt if you order additional T-Shirts. Click on "Pledges" to enter each students pledges.
Julia
Order T-Shirt
View Order
Delete Order
Pledges
Michael
Order T-Shirt
View Order
Delete Order
Pledges
Yaccarino Additional T-Shirts
Order T-Shirt
View Order
Delete Order
Pledge Receipt
T-Shirt Receipt
Change Password
Log Off

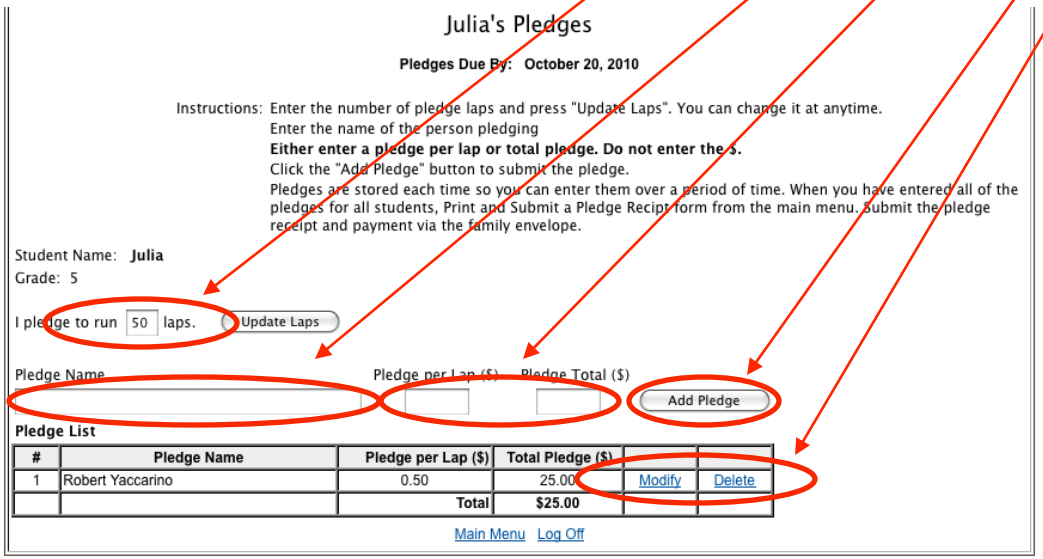
- Click "Order T-Shirt" to order shirt size for each child
  - Children's T-shirts are provided at no cost
- For additional T-shirts, click "Order T-Shirt" next to "Additional T-Shirts"
  - $10 each
- Use "View Order" and "Delete Order" as needed
- Print "T-shirt Receipt"

Order T-shirts and print receipt by **October 17**
Submit receipt and payment to school office by **October 24**
Make check payable to "SLM Fun Run"
Keep a copy of receipt for your records

**If you do not order additional T-shirts, you do not need to submit a receipt**

# How to Enter Pledges

St. Lawrence Martyr Fun Run Program
T-Shirt Order Deadline: October 20, 2010
Pledge Entry Deadline: November 18, 2010
T-Shirts are free for each student. Click "Order T-Shirt" and order the size for each student. If you would like to order extras, click "Order T-Shirt" next to Additional T-Shirts. Print and submit a T-Shirt receipt if you order additional T-Shirts. Click on "Pledges" to enter each students pledges.
Julia
Order T-Shirt
View Order
Delete Order
Pledges
Michael
Order T-Shirt
View Order
Delete Order
Pledges
Yaccarino Additional T-Shirts
Order T-Shirt
View Order
Delete Order
Pledge Receipt
T-Shirt Receipt
Change Password
Log Off


Julia's Pledges
Pledges Due By: October 20, 2010
Instructions: Enter the number of pledge laps and press "Update Laps". You can change it at anytime.
Enter the name of the person pledging
Either enter a pledge per lap or total pledge. Do not enter the $.
Click the "Add Pledge" button to submit the pledge.
Pledges are stored each time so you can enter them over a period of time. When you have entered all of the pledges for all students, Print and Submit a Pledge Recipt form from the main menu. Submit the pledge receipt and payment via the family envelope.
Student Name: Julia
Grade: 5
I pledge to run 50 laps.
Update Laps
Pledge Name
Pledge per Lap ($)
Pledge Total ($)
Add Pledge
Pledge List
# | Pledge Name | Pledge per Lap ($) | Total Pledge ($)
1 | Robert Yaccarino | 0.50 | 25.00 | Modify | Delete
Total | $25.00
Main Menu
Log Off

- Click “Pledges” to enter pledges for each child
- Enter the number of laps child pledges to run and click “Update Laps”
- Enter the name of the person pledging
- Enter pledge per lap **or** a total pledge. Do not enter both. Do not use a $ symbol.
- Click “Add Pledge”
- “Modify” or “Delete” pledges, as needed.
- Click “Main Menu” when done entering pledges
- When returning to website, follow same procedure to add, modify, or delete pledges
- Print “Pledge Receipt”
  - One receipt for all children

Enter pledges and print receipt by **November 15**
Submit receipt and payment by **November 28**
Make check payable to “SLM Fun Run”
Keep a copy of receipt for your records

# Important Dates and Contact Information

- Summary
  - SLM School website http://www.stlmschool.org/
  - Click on “Fun Run” under Fundraisers
  - Click on “Order T-Shirts and Enter Pledges”
  - Same userid and password as for Hot Lunch website

- Important Dates
  - 17 October 2012 - T-shirt order and print receipt deadline
  - 24 October 2012 - T-shirt receipt and payment due
  - 15 November 2012 - Pledge entry and print receipt deadline
  - 16 November 2012 - 14th Annual Fun Run Event
  - 28 November 2012 - Pledge receipt and payment due

**For questions and comments, please contact Robert Yaccarino**
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